

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Abuja, Nigeria	2. AGENCY CDC NIGERIA	3a. POSITION NO. AF6038
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

☐ Yes ☒ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____ (Title) _____ (Series) _____ (Grade)

☐ c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Laboratory Systems Specialist	PSA 10		
b. Other				
c. Proposed by Initiating Office CDC Nigeria		PSA 10		

6. POST TITLE POSITION (if different from official title) Laboratory Systems Specialist	7. NAME OF EMPLOYEE
8. MISSION American Embassy Abuja	b. Second Subdivision
a. First Subdivision Department of Health and Human Services US Centers for Disease Control and Prevention (CDC) Global AIDS Program Nigeria	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.

<div style="text-align: right;"> Typed Name and Signature of Employee Date(mm-dd-yy) </div>	<div style="text-align: right;"> Typed Name and Signature of Local Supervisor Date(mm-dd-yy) </div>
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

CDC Country, Nigeria. <div style="text-align: right;"> Typed Name and Signature of American Supervisor Date(mm-dd-yy) </div>	<div style="text-align: right;"> Typed Name and Signature of Human Resources Officer Date(mm-dd-yy) </div>
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13. BASIC FUNCTION OF POSITION

Under the supervision of the Laboratory Services Team Lead, the incumbent serves as a funded Laboratory portfolio of one or more CDC supported cooperative agreements. S/he serves as a key contributor to the planning, development and review of these CoAGs, which are part of the Annual Country Operational Plan (COP) for

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14. MAJOR DUTIES AND RESPONSIBILITIES FOR TB-HIV PROGRAM SPECIALIST (LAB)

(40%) Conduct laboratory systems assessment reviews of implementing partner laboratories to evaluating the quality and consistency of laboratory standards practiced. Evaluates and performance of technical staff providing feedback to employees on regular basis giving appropriate and meaningful recognition for work to be effectively carried out.

(30%) Conducts on the job training of laboratory technicians, other laboratory staff and managers to address skill deficiencies. Provides guidance in the implementation of quality laboratory systems and directs technical staff to professional resources pertinent to assigned tasks needed. Prepare and presents lectures to laboratory staff and other medical staff on diagnostic differentials and theoretical background of laboratory tests.

(15%) Evaluates, guides, or implements possible alternative approaches to standard methods. Recognizes and defines problems in diagnostic testing and evaluate methods for their solution. Recommends changes in services provision or location of services.

(15%) Prepare and/or collaborates in the presentation of technical report on the results of laboratory investigation and studies. Presents papers on current findings at scientific meeting and conferences.

QUALIFICATIONS

REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

A degree from a recognized university in one of the following disciplines: Medical Laboratory Science, Clinical Chemistry, Medical Microbiology, Hematology or any related Medical Laboratory Science degree is required.

b. Prior Work Experience

A minimum of four-year progressive work experience in a multi-disciplinary hospital or health department laboratory is required.

c. Post Entry Training

The incumbent should possess training in laboratory management and laboratory systems with specialized training in HIV/AIDS testing and diagnostic test supporting treatment (CD4, hematology, viral load, blood chemistry, etc)

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level IV English (fluency in both written and oral) is required.

e. Knowledge:

Knowledge of advance laboratory procedures, diagnosis and management related to HIV/AIDS. Knowledge of the Public health laboratory systems in Nigeria.

f. Skills and Abilities:

Ability to provide leadership, technical direction, and technical expertise in monitoring and analyzing laboratory quality and service performance data, in the laboratory logistics and commodities systems to include being able to analyze and interpret the spectrum of laboratory medicine services. This includes the identification and resolution of a wide variety of related cooperative agreement and laboratory problems such as; identifying underperforming implementing partners and understanding current issues around laboratory QMS is required. Ability to lead project teams and workgroups and to develop effective working relationships with national and international working partners. As a program laboratory representative for CDC Nigeria/PEPFAR, the incumbent will also be expected to exercise considerable innovation during his/her attempts to influence other collaborative organization engaged in TB and HIV/AIDS prevention or treatment programs to adopt appropriate laboratory strategies for their program activities. Incumbent should possess good computer skills with experience/training for word processing and spreadsheets.

15. POSITION ELEMENTS:

a. Supervision Received:

Assignment of tasks, direction, and review of activities and progress will be provided by the Senior Laboratory Specialists, CDC Nigeria. However, as an expert in the field of laboratory science, the incumbent will be expected to function with minimal supervision. Completion of tasks and assignments will be reviewed regularly through required written reports and progress reports.

b. Available Guidelines:

CDC Nigeria and FMOH rules, regulations, and policies issued both in writing and orally. Frequently the incumbent will apply these guidelines independently as circumstances may dictate. Standard Operating Procedures established by implementing partners for laboratory procedures at facilities consistent with scope of work and equipment.

c. Exercise of Judgment

The Incumbent will be expected to exercise considerable judgment and ingenuity in applying the guidelines to unique and different settings. The work is highly complex and can be threatening to stakeholders. The incumbent must be sensitive to these concerns and negotiate consensus in order to work effectively with a wide range of professionals, organizations, and public agencies.

d. Authority to Make Commitments:

The position has limited authority to make non-contractual commitments related to local training and technical assistance.

e Nature, Level and Purpose of Contacts

Contracts are with senior hospital facility staff in federal, state and private hospital and other program collaborators. The purpose of these contacts is to stimulate and support the laboratory programs for HIV/AIDS prevention and care programs, develop collaborations, provide consultations and build local technical capacity for the programs. Contacts also include laboratory technicians, hospital clinicians, and nurses for program monitoring and training purposes.

f. Supervision Exercised]

This is non-supervisory position. However, the employee will be expected to occasionally provide work allocations to support staff, direction to contractors for data entry, guidance to team members of technical assistance consultancies to PEPFAR NGO's and orientation to other FSN staff.

g. *Time Required to Perform Full Range of Duties after Entry into the Position;*

The incumbent should have at least one year to perform the full range of duties expected of the position. However, ideally he/she should be able to assume the full duties of the position after a brief orientation and introduction to PEPFAR, CDC and FMOH staff, and policies and procedures.